

Google Drive/Microsoft Word1) **LETTER:** Letter to friend or fictional person or company: _____ (Google Doc)

- **CORRECT** Business Letter format → (See sample on back)
- Complete Letter – makes sense
- **LEFT ALIGNED** (All)
- Keep it simple in design. Keep basic font.

_____ /5

2) **SCHEDULE:** Class Schedule: _____ (Google Doc)

- Use **TABLE** ribbon tab (New → Table) showing your CMS Schedule
- Make **several** **FONT** changes **in different areas of** the table (Home tab)
- Make several **SHADING AND BORDER CHANGES**
- Centered Title (WordArt or text can be title)

_____ / 5

3) **MENU:** Fictional Restaurant Menu: _____

- **Word Art** (Document Elements tab; insert → word art)
- Restaurant Name/Title centered (Word Art can be title)
- **Bullets** (Format → Bullets and Numbering – or HOME tab)
- **Border** (Format → Borders and Shading → page border)
- Tabs for neatly aligned prices
- Clipart/Graphics correctly cited

_____ / 5

4) **CERTIFICATE:** “World’s Greatest” (or other) certificate: _____

- **Landscape Layout** (LAYOUT tab → Orientation)
- **Border** (Format → Borders and Shading → page border)
- **Center Aligned TEXT**
- Clipart /Graphics, correctly cited
- **SHAPE ▼** (home tab)
Add text: right + click “add text”

_____ / 5

5) **INVITATION:** Party Invitation: _____

- 4” x 6” (index card) w/ margin changes (LAYOUT Tab → Size)
- Clipart/graphics (Do not need to cite)
- **Border** (Format → Borders and Shading → page border)
- Center Aligned text
- Adequate Information (Date Time Place)
- Well designed layout (Margins affect border)

_____ /5

6) **COLLAGE 1:** Image Collage _____ :

- 6 **DIFFERENT** images/graphics from the internet along a similar ‘theme’
- “Format Picture” → Text Wrap/Layout used to **overlap** pictures and text
- Remove background if needed. (Format Picture tab → Remove Background)
- Websites accurately cited in footer (view→ header/footer) or page break (insert → break)

_____ / 5

7) **COLLAGE 2:** A collage of the **same** image _____

- Single Image text wrapped/**overlapped** and adjusted in as many ways as you can think of
- **Use 6 or more “filters”** (Format picture tab → FILTERS) Filter/Crop/Border/Effects and more

8) Remove background if needed. (Format Picture tab → Remove Background)

- Websites accurately cited in footer or page break (Same as Collage 1)

_____ / 5

8) **NEWSLETTER:** Fictional Newsletter w/ Multiple Articles on the topic of your choice _____

- Centered Newsletter Title (Single column text)
- **TWO** Columns (Format → columns → THIS POINT FORWARD)
- Clipart /Graphics , correctly cited
- Layout is well designed; page is full
- **Page Border** (Format → Borders and Shading → page border)
- Other borders (paragraph border)
- Header/Footer (page #, sources)
(View → header and footer)

_____ /5

9) **ALL WORK** must be saved (twice) in both your Google Drive folderAND the **correct folder on the woodellperx server** with **correct document names** _____

_____ / 5

_____ /45